

SECRET

Approved For Release 2003/05/14 : CIA-RDP78-04914A000200070006-3

OFFICE OF THE CHIEF, FISCAL DIVISION

I. FUNCTIONS

The Office of the Chief, Fiscal Division will:

1. Provide accounting and audit control of all vouchered funds and reporting control for all vouchered and confidential funds appropriated for the operation of CIA [] 25X1
2. Request all vouchered and confidential disbursing funds from the Treasury Department for operation of CIA []
3. Approve applications for travel advances and approve certifying officer and agent cashier bonds for vouchered operations.
4. Approve the granting of temporary lodging, separation and transfer allowances to employees paid from vouchered funds stationed abroad.
5. Provide technical fiscal staff supervision of [] foreign field stations. 25X1
6. Prepare submissions to Comptroller General on overt fiscal policy matters.
7. Perform special audits of commercial firms records in connection with vouchered fund contracts.
8. Submit direct settlement claims involving vouchered and confidential funds to General Accounting Office.
9. Conduct fiscal training programs for administrative personnel assigned to Agency overt operating activities.
10. Furnish advice to CIA activities and individual employees in connection with matters pertaining to the Fiscal Division.
11. Conduct technical liaison on fiscal and related matters with the Treasury Department, General Accounting Office, Departments of State and Defense, Civil Service Commission, and such other agencies as approved by the Chief, Administrative Staff.

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12. Review and recommend additions or changes to existing Agency regulations regarding fiscal matters.
13. Establish internal policies and procedures for the operation of the Fiscal Division.
14. Prepare the annual Budget estimate for the Fiscal Division.
15. Control the flow of materials to the Site Audit Representative, of the General Accounting Office.
16. Provide supervision of and guidance for all segments of the Fiscal Division.

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